



Nursery registration form

Lilliput Lane Nursery

Deposit

Prior to entry a deposit is required of £100. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or the forfeit of the deposit.

Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then that clause shall be removed but the agreement shall remain in full force and effect. The parent / guardian has read and understands the terms and conditions contained overleaf and undertakes to be bound by the same.

FOR OFFICE USE ONLY

Customer code:

Deposit paid:

Date Paid:

I would like my child to attend Lilliput Lane Nursery, starting on:

Personal Details

Child's surname: _____ Other names: _____ Boy / Girl
 Date of birth: _____ Religion: _____
 Home Address: _____ Post Code: _____
 Home telephone: _____

Mother's full name: _____ Father's full name: _____
 Occupation: _____ Occupation: _____
 Place of work: _____ Place of work: _____
 Address: _____ Address: _____
 Work telephone: _____ Work telephone: _____
 Mobile no: _____ Mobile no: _____
 Email: _____ Email: _____

Attendance Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Morning | | | | | |
| Afternoon | | | | | |
| Full Day | | | | | |

Signature:
 (Parent /guardian one)
 Date:

Signature:
 (Parent /guardian two)
 Date:

Print name:
 (On behalf of Lilliput Lane Nursery)
 Date:

Signature:

Note: this registration form incorporates the terms and conditions overleaf. Upon signing this form the parents are deemed to have read, understood and agreed the same.

Data Protection

In compliance with current UK Data protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Lilliput Lane Nursery and will not be disclosed to external sources without your prior consent. From time to time we may wish to contact you in regards to new services. If you do not wish to receive information from us please tick this box



Terms and Conditions

These terms and conditions relate to the child referred to overleaf who is to apply to/ join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1. Offer of acceptance

A deposit as is referred to on the fee sheet shall be paid by the parent / guardian to the nursery on the acceptance of the offer and that deposit shall not be returnable unless one full month's notice in writing is provided to the nursery manager. The deposit is not deductible from the first month's fees.

2. Payment of nursery fees

(i) Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent / guardian monthly, in advance, on the first day of each month (the due date) by standing order.

(ii) If the payment of fees referred to in (i) above shall be outstanding for more than 14 days then the nursery may serve 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as formal demand for all outstanding monies.

(iii) The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

3. Calculation of fees

(i) The nursery year runs from September 1st to August 31st. The nursery closes for one week at Christmas and 1st and 2nd of January.

(ii) The fees payable by the parent / guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 52, and dividing by 12 to give a monthly payment which is required in accordance with clause 2(i). The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent / guardian upon this basis may be regarded by the nursery as a breach of parent / guardian payment obligations and the nursery reserves the right to terminate this agreement upon serving 14 days notice of the parent/ guardian payment default. Upon the expiration of the said 14 days notice and the parent / guardian having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 2(ii) shall apply.

(iii) The nursery does not permit pro-rata reduction of payment of fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent / guardian is therefore obliged to make full payment. In the event of payment not being made the nursery reserves its right to terminate this agreement in accordance with clause 2(ii).

4. Cancellation / Termination

(i) After an offer has been made by the nursery but before acceptance by the parent / guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer and payment of by the parent / guardian either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent / guardian undertakes to pay all fees due. In the event of the parent / guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of

such monies, followed by referral to a third party for the purpose of debt recovery followed by legal action.

(iii) In the event of the parent/ guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent / guardian to provide one calendar month's notice or any other notice at all shall render the parent / guardian liable to the nursery for one month's fees.

(iv) Notice must be in writing and posted to the nursery manager (v) If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the said nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/ guardians or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub-clause (ii) hereinbefore stated shall not apply.

5. Dress

Parents should provide soft-soled indoor shoes and appropriate outdoor clothing. It is advisable to dress your child in suitable play clothes, as we cannot be held responsible for damage to clothes. Disposable nappies and a change of clothing should be provided. Please mark clothes and equipment clearly with your child's name.

6. Meals

Parents are asked to provide formula milk and bottles for babies under 1 year of age. A morning and afternoon snack will be offered to all children. Babies under the age of one year will be provided with a range of Hip Organic baby food. A nutritional 2-course lunch is provided for children aged 1-5 years. A menu will be displayed on the notice board in the hall. All food and drink provided is, as far as possible free from artificial colouring and additives.

7. Health

If a child becomes ill at nursery, we will contact you immediately on your emergency number/s. Please ensure these numbers are kept up-to-date. In an emergency, the nursery reserves the right to move your child to hospital or seek medical attention from the Doctor. It is important that you do not bring an unwell child to Nursery. If your child has an infectious disease you must notify the Nursery as soon as possible. Where a child has sickness and diarrhoea they must not attend/return to Nursery for at least 48 hours after the last bout. Parents should refer to the Nursery Infectious Disease Control Policy guide for the appropriate duration a child should not attend Nursery for all other illness and diseases.

8. Collection

Your child must be collected by a named adult and should not leave the Nursery without informing a member of staff and signing the register. Parents must inform the Nursery Manager in writing of any changes regarding collection. Should an emergency arise, the parent must contact the Nursery Manager prior to collection. Failure to do so will unfortunately result in your child being kept at nursery until confirmation is received.

9. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.